SHARP

MODEL

FO-P710

FO-A760

FACSIMILE

OPERATION MANUAL

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U.S. Patent Office 5.860.082/6.260.156

SHARP

WARRANTY

Business Products

Congratulations on Your Purchase!

This Sharp product is warranted against faults in material and manufacture for the period as stated in the table below.

In the event of any defect arising in the equipment during the warranty period, such repairs should only be carried out by the Dealer from which the unit was originally purchased or a Service Centre approved by Sharp to service this type of equipment. These repairs would be carried out at no charge to the owner, subject to the conditions specified herein.

The owner is responsible for any transportation and insurance costs if the product has to be returned for repair.

This warranty does not extend to accessories or defects or injuries caused by or resulting from causes not attributable to faulty parts or the manufacture of the product, including but not limited to, defect or injury caused by or resulting from misuse, abuse, neglect, accidental damage, improper voltage, liquid spillage, vermin infestation, software, use of consumables other than those approved by Sharp or any alterations made to the product which are not authorised by Sharp.

Please retain your sales documentation, as this should be produced to validate a warranty claim.

This warranty is in addition to and in no way limits, varies or excludes any express and implied rights and remedies under any relevant legislation in the country of sale. However to the extent permitted by such legislation. Sharp excludes any liability for any indirect or consequential damage arising from the purchase or use of the product.

To the extent permitted by law, Sharp excludes all implied warranties and conditions and where the product is one that is not normally required for personal, domestic or household use. Sharp limits its liability to repair or replacement (at Sharp's option) of materials or workmanship which are found by Sharp to be defective.

WARRANTY PERIODS

Computers & Peripherals	12 months
Copiers & Ancillaries	6 months
Electronic Cash Registers	12 months
Facsimile	12 months
Projection Equipment	24 months (excluding lamps and air filters)
Information Display Panel	12 months
POS Terminals	12 months
Multi Function Device	12 months

SHARP

SHARP CORPORATION OF AUSTRALIA PTY LIMITED
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Huntingwood NSW 2148

SP form015 (JAN. 2007)

IMPORTANT NOTICE: This warranty applies to products sold in Australia

SHARP

FOR LOCATION ENQUIRIES WITHIN

AUSTRALIA

REGARDING YOUR LOCAL

SHARP APPROVED SERVICE CENTRE

VISIT OUR WEBSITE AT

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OR CALL SHARP CUSTOMER CARE

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(LOCAL CALL COST APPLY WITHIN AUSTRALIA)

SHARP CORPORATION OF AUSTRALIA PTY LTD

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Specifications

Imaging film	**Initial sample roll** (included with machine)**:** Yields approx. 20 A4 pages **Replacement roll** (not included): **FO-31CR** (33 m x one roll) (one roll yields approx. 100 A4 pages)
Paper tray capacity	Approx. 10 A4 sheets (80 g/m^2) (at room temperature)
Recording system	Thermal transfer recording
Effective printing width	205 mm max.
Memory capacity	**FO-P710:** Approximately 40 average pages **FO-A760:** Approximately 50 average pages with no voice messages recorded, or 15 minutes of voice messages (including OGMs) with no documents in memory (maximum of 30 voice messages).
Modem speed	14,400 bps with auto fallback to lower speeds.
Transmission time*	Approx. 9 seconds
Compatibility	ITU-T (CCITT) G3 mode
Compression scheme	MH, H2, MMR
Automatic dialling	100 numbers; 3 Rapid Keys
Effective scanning width	205 mm max.
Scanning resolution	**Horizontal:** 8 pels/mm **Vertical:** Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm
Halftone (greyscale)	64 levels
Applicable telephone line	Analog public switched telephone network

*Based on Sharp Standard Chart at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only)

Reception modes	TEL/FAX,TEL, FAX, A.M. (A.M. mode is only available on the FO-A760)
Automatic document feeder	A4: 10 sheets max. (80 g/m^2)
Contrast control	Automatic/Dark selectable
Copy function	Single / Multi (9 copies/page)
Display	16-digit LCD display
Power requirements	230-240 V AC, 50 Hz
Power consumption	Standby: 1.5 W (only when Caller ID and distinctive ring are set to NO) Maximum: 90 W
Operating temperature	5 - 35°C
Humidity	30 - 85% RH
Dimensions (without attachments)	Width: 296 mm Depth: 180 mm Height: 86 mm
Weight (without attachments)	Approx. 2.3 kg

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important: This machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company (errors may occur during transmission and reception of faxes).
This machine is not compatible with digital telephone systems.

Important safety information

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

Installing or modifying telephone lines should only be done by an ACMA licensed serviceman.

This facsimile machine is designed for use in Australia only.

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Do not spill any liquids on the machine.

Unplug the machine from the power outlet and telephone socket and consult a qualified service representative if any of the following situations occur:
- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230-240 V AC, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

WARNING NOTICE:
NO calls can be made to or from this fax machine during a mains power failure.

WARNING: Australian Communications and Media Authority (ACMA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with ACMA standard AS/NZS CISPR22 regarding emission of electromagnetic interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

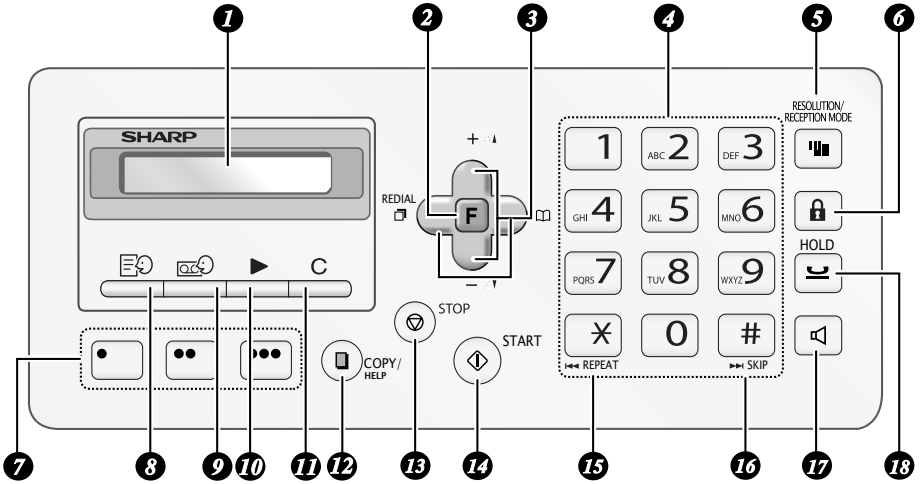
- Increase the separation between the equipment and the receiver.

- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

The Ringer Equivalence Number (REN) for this equipment is written on the back of the machine. The sum of all Ringer Equivalence Numbers (REN's) on your telephone line should not exceed 3 to assure correct service from your telephone company.

A Look at the Operation Panel



Note: The above illustration shows the operation panel of the FO-A760.

1. **Display:** This displays messages to help you operate the machine.
2. **Function key:** Press this key followed by the arrow keys to select special functions and settings.
3. **Arrow keys:** Use to scroll through and select settings, and to search for numbers in the phonebook (p. 22).
4. **Number keys:** Use to dial fax numbers.
5. **RESOLUTION/RECEPTION key** When a document is in the feeder, press to adjust the scanning resolution (p. 18). At any other time, press to select the reception mode (p. 15).
6. **Key Lock key:** Use to activate or release the Key Lock function (p. 43).
7. **Rapid Keys:** Numbers stored in the phonebook can be assigned to these keys for one-touch dialing (p. 22).
8. **MEMO key**: Press to record a memo (FO-A760 only).
9. **Forward Rec. key**: Press to record a greeting (outgoing message) (FO-A760 only).
10. **PLAY key:** Press to play messages (FO-A760 only).
11. **DELETE key:** Press to delete various data from the machine (FO-A760 only).
12. **COPY/HELP key**: When a document is in the feeder, press this key to make a copy of the document (p. 38). At any other time, press this key to print out the Help List, a quick reference guide to the operation the machine.

13 **STOP key:** Press to cancel an operation before it is completed.

14 **START key:** Press after dialling to send a fax (p. 19).

15 **REPEAT key:** Press while listening to a message to repeat it (FO-A760 only).

16 **SKIP key:** Press while listening to a message to skip it (FO-A760 only).

17 **SPEAKER key:** Press before dialing to listen to the line and fax tones through the speaker when faxing (Normal Dialling, p. 19).
Note: **This is not a speakerphone.** It cannot be used for speaking.

18 **HOLD key (FO-A760)**
HOLD/DELETE key (FO-P710):
Press during a call to put the call on hold.
On the FO-P710, this key is also used to delete various data from the machine.

Sleep mode

The machine will automatically enter sleep mode if left unused for a certain period of time. When this happens, only the time will appear in the display. To wake the machine, simply press any key on the operation panel and wait briefly until the machine returns to the normal state.

Monitoring phone conversations

When speaking through the handset, you can press to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press the key again.)

To adjust the volume of the speaker when monitoring a conversation, press

or (the volume reverts to the lowest setting each time the handset is replaced).

Note that **the speaker cannot be used for speaking**; it is only for listening.

To avoid feedback (a loud howling sound), be sure to turn off the speaker (press once again) before you replace the handset.

Entering letters

When the display prompts you to enter a name or other text, press the number keys for each letter as shown below.

Note: To enter a number in a name, press F and then press the desired number.

To switch back to letter entry mode, press F again. ("ABC" appears at the right of the display when letter entry mode is selected, and "123" appears when number entry mode is selected.)

A = 2
B = 2 2
C = 2 2 2
D = 3
E = 3 3
F = 3 3 3

G = 4
H = 4 4
I = 4 4 4
J = 5
K = 5 5
L = 5 5 5
M = 6

N = 6 6
O = 6 6 6
P = 7
Q = 7 7
R = 7 7 7
S = 7 7 7 7
T = 8

U = 8 8
V = 8 8 8
W = 9
X = 9 9
Y = 9 9 9
Z = 9 9 9 9

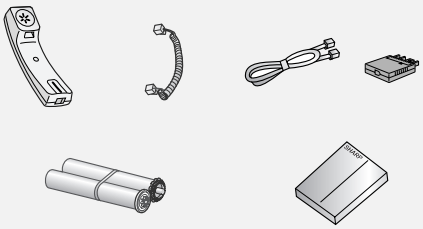
Example: SHARP = 7777 44 2 777 F 7

- To enter two letters in succession that require the same key, press F after entering the first letter to move the cursor to the right.
- To backspace and clear a mistake, press ⊂ on the FO-P710, or C on the FO-A760.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears.
- Press 0 repeatedly to enter , : ! ? & / ( ) [ ] (space)
  Press 1 repeatedly to enter @ . / - _

1. Installation

Unpacking Checklist

Handset | Handset cord | Phone line cord | Adapter



Sample roll of imaging film (already loaded in machine)

Manual

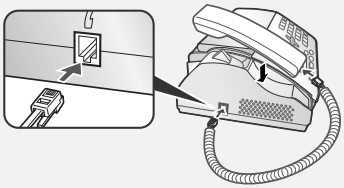
Points to keep in mind when setting up

- Do not place the machine in direct sunlight.
- Do not place the machine near heaters or air conditioners.
- Keep dust away from the machine.
- Keep the area around the machine clear.

About condensation
If the machine is moved from a cold to a warm place, condensation may form on the scanning glass, preventing proper document scanning. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Setup

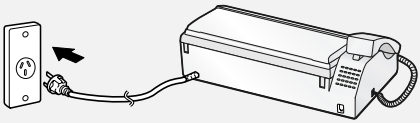
Connecting the handset



Connecting the power cord

Plug the power cord into a 230-240 V, 50 Hz, earthed (3-prong) AC outlet.

- The power outlet must be installed near the equipment and must be easily accessible.

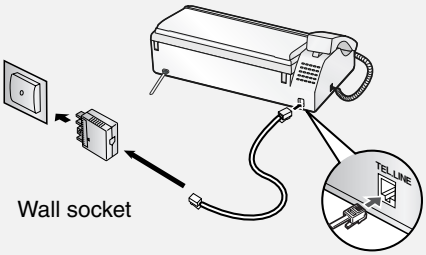


When disconnecting the machine, always disconnect the phone line before you disconnect the power cord. When re-connecting the machine, always connect the power cord before connecting the phone line.

It is recommended that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Connecting the phone line

Connect the phone line cord to the **TEL. LINE** socket and a wall telephone socket (use the provided adapter if needed).



Wall socket

TEL. LINE socket

Setting the Dial Mode

The machine is initially set for tone dialling. If you are on a pulse dial line, you must change the DIAL MODE setting to pulse.

1 Press F, 1, GHI 4.

2 Press 1 to select TONE, or ABC 2 to select PULSE.

3 Press STOP to exit.

Imaging Film

Checking the pre-loaded sample roll

A sample roll of imaging film has been pre-loaded in the machine. Perform steps 1 to 2 and 5 to 7 of *Replacing the imaging film* below to check the film and make sure it is taut.

♦ The sample roll of imaging film can print about 20 pages.

If [FILM END] appears
If [FILM END] appears in the display for longer than 10 seconds, open the machine (see Steps 1 and 2 of *Replacing the imaging film* below) and check the film. If the film has completely wound onto the front spool, replace the film. Otherwise, perform Steps 5 to 7 of *Replacing the imaging film* to remove slack.

Replacing the imaging film

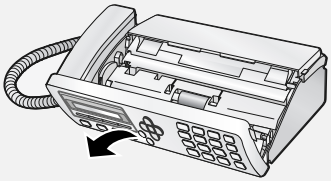
Replacement film
Please purchase the following imaging film:

SHARP FO-31CR (33 m x one roll)

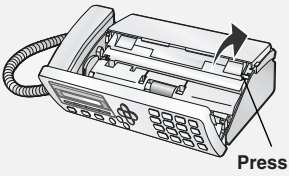
Follow the steps below to replace the imaging film.

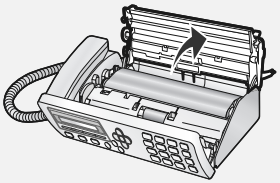
Note: Before replacing the imaging film, remove any paper from the paper tray and push in the tray extension.

1 Open the operation panel.

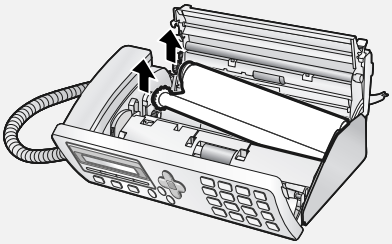


2 Press the release and open the print compartment cover.

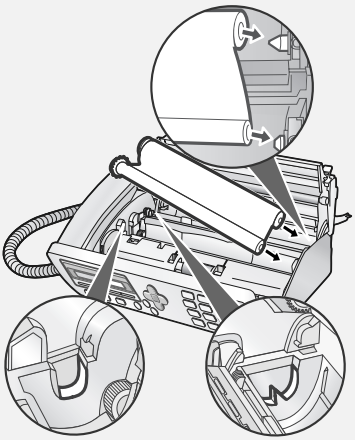




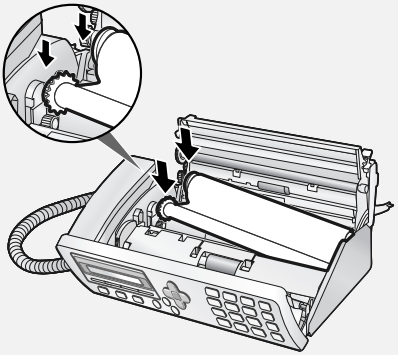
3 Remove the used roll from the compartment, lifting the left ends of the spools first.



4 Insert the new roll of film into the print compartment:
a. Fit the right ends of the spools onto the pins.

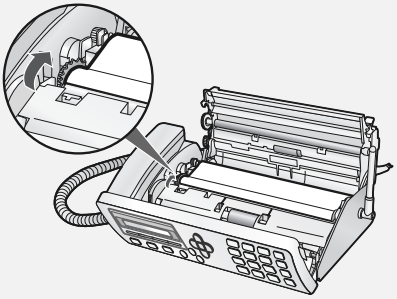


b. Place the left ends so that the shafts of the gears fit into the holders.



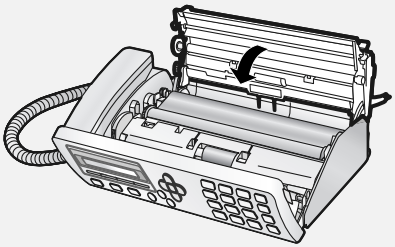
5 Turn the front gear in the direction shown until the film is taut.

- If there is a label on the film, continue to turn the gear until the label is no longer visible.

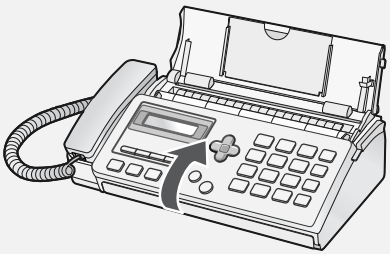


6 Close the print compartment cover.

- Press down on the o o o marks on both sides of the cover to make sure it clicks into place.



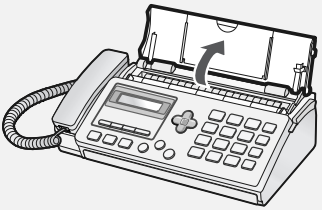
7 Close the operation panel.



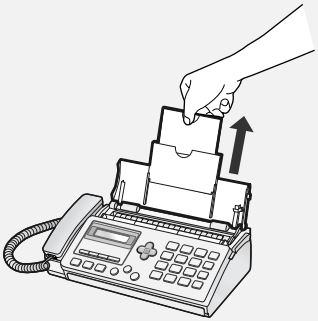
Loading Paper

Approximately 10 sheets of A4-size paper (80 g/m^2) can be loaded in the paper tray (at room temperature).

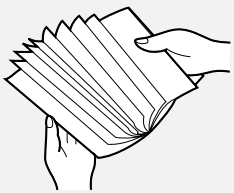
1 If the paper tray is closed, open it.



2 Pull out the tray extension.

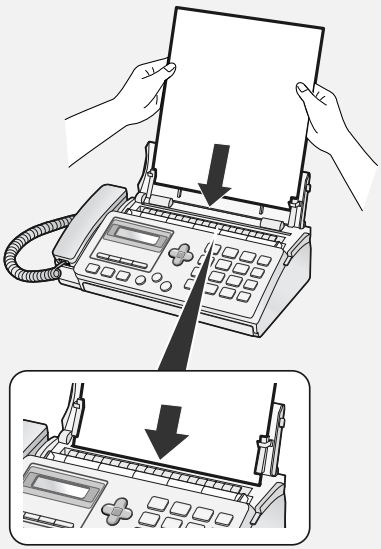


3 Fan the paper, and then tap the edges against a flat surface to even the stack.



4 Insert the stack of paper into the tray, ***print side down***.

- If paper remains in the tray, take it out and combine it into a single stack with the new paper.
- Printing on the reverse side of the paper may result in poor print quality.
- Do not use paper that has already been printed on or is curled.



Note: If paper is left in the tray a long time, it will become curled. Curled paper will not feed properly and may cause a paper jam.

When not using the machine:
When not using the machine, keep the paper tray closed.

Initial Settings

Setting the date and time

Set the date and time in the machine.

♦ The date and time will be printed automatically at the top of all fax pages you send. The date and time also appear in the display.

1 Press F, 1, 1.

- The currently set date appears (example): [**DATE 15-08-2008**]

2 Enter a two-digit number for the day ("01" to "31").

Example: the 5th 0 5
[**DATE 05-08-2008**]

- To backspace and clear a mistake, press ↩ on the FO-P710, or C on the FO-A760.

3 Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).

Example: January 0 1
[**DATE 05-01-2008**]

4 Enter the year (4 digits).

Example: 2 0 0 8

- The currently set time appears (example): [**TIME 12:19**]

5 Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").

Example: 9:25 0 9 2 5

6 Press START.
Display: [**OWN NUMBER SET**]

7 Press STOP to exit.

Entering your fax number

Enter your fax number in the machine.

♦ Your entered fax number will be printed automatically at the top of all fax pages you send.

1 Press F, 1, 2.

2 Press 1 to select SET.
(To clear your number, press 2 twice and go to Step 5.)

3 Enter your fax number with the number keys (max. 20 digits).

- To insert a space, press #. To enter "+", press *.
- To backspace and clear a mistake, press ↵ on the FO-P710, or C on the FO-A760.

4 Press START.
Display: [**OWN NAME SET**]

5 Press STOP to exit.

Entering your name

Enter your name in the machine.

♦ Your entered name will be printed automatically at the top of all fax pages you send.

1 Press F, 1, 3.

2 Press 1 to select SET.
(To clear your name, press 2 twice and go to Step 5.)

3 Enter your name by pressing number keys for each letter as shown in the chart on page 8. Up to 24 characters can be entered.

- To backspace and clear a mistake, press ↵ on the FO-P710, or C on the FO-A760.

4 Press START.
Display: [**DIAL MODE**]

5 Press STOP to exit.

Setting the Reception Mode

The machine has the following modes for receiving incoming faxes:

FAX mode:
Select this mode when you only want to receive faxes on your line. The machine automatically answers all calls and receives incoming faxes.

TEL mode:
This mode is the most convenient for receiving phone calls. Faxes can also be received; however, ***all calls must first be answered by picking up the machine's handset***.

TEL/FAX (T/F) mode:
This mode is convenient for receiving both faxes and voice calls. The machine answers all calls on a preset number of rings. If the machine detects that a call is a voice call (including a manually dialled fax), it will make a special ringing sound to alert you to answer. If the machine detects that the call is an automatically dialled fax, it will begin reception.

A.M. ( ) mode (FO-A760 only):
Select this mode when you go out and want the machine's answering system to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

To set the reception mode, make sure a document ***is not*** loaded in the feeder, and then press RESOLUTION/ RECEPTION MODE until the desired mode appears in the display.

♦ For more information on receiving faxes, see Chapter 3.

Volume Adjustment

Speaker volume

1 Press .

2 Press or to select the desired level.

- Press again to turn off the speaker.

Ringer volume

1 Press or to select **HIGH**, **MIDDLE**, **LOW**, or **OFF**. (Make sure has not been pressed.)

- The ringer will ring once at the selected level.

2 If you selected "**OFF OK?**" to turn off the ringer, press START.

Note: When the reception mode is set to TEL, the ringer will still ring at LOW if turned off.

Key Tone setting

The machine normally sounds a beep each time you press a key on the operation panel. This confirms that the key has been correctly pressed.

If desired, you can turn off the beep sound. Follow the steps below.

1 Press F, #, and DEF 3.

2 Press 1 (YES) to turn on the beep sound.

Press ABC 2 (NO). to turn off the beep sound.

3 Press STOP to exit.

2. Sending Faxes

Transmittable Documents

Minimum document size/weight

148 x 140 mm
52 g/m^2

Maximum document size/weight:

Loading up to 10 sheets at once:
A4 (210 x 297 mm)
80 g/m^2

Loading 1 sheet at a time:
210 x 356 mm
157 g/m^2

The maximum scanning width is 205 mm, and the top and bottom 5 mm of a document cannot be scanned.

Other restrictions

- The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Remove all clips, staples, and pins before loading documents in the feeder (these will damage the machine).
- Ink, glue, or correcting fluid on a document must be dry before scanning.
- Documents which are taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick, coated surface should be photocopied, and the copy loaded in the feeder.
- Documents that are curled or have a wave-like pattern must be flattened.

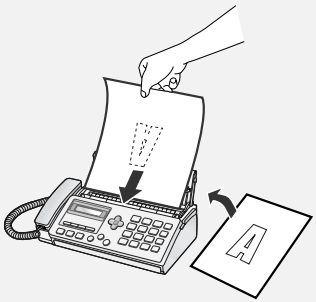
Loading the Document

Up to 10 A4-size sheets can be placed in the feeder at once. The sheets will feed automatically starting from the bottom sheet.

- To send or copy more than the maximum number of sheets, place the additional sheets gently in the feeder just before the last sheet is scanned. Do not force the sheets in, as this may cause double-feeding or jamming.
- For large or thick sheets that must be loaded one at a time, insert each sheet into the feeder as the previous sheet is being scanned. Insert gently to avoid double-feeding.

1 Adjust the document guides to the width of your document.

2 Place the document face down with the top edge going in first, and insert it all the way into the feeder. Make sure that the roller draws the document in.



- Display: [**READY TO SEND**].

3 Adjust the resolution and/or contrast settings (p. 18), and then dial the receiving machine (p. 19).

Removing a document from the feeder

1 Press F then 0. The document will feed out.

2 If the document is jammed and does not feed out, open the cover and remove the document (see *Clearing a jammed document* on page 57).

- **Caution:** Attempting to remove a jammed document without opening the cover may damage the feeder mechanism.

Resolution and Contrast

You can adjust the resolution and contrast before sending a document.

- The default resolution setting is STANDARD. The default contrast setting is AUTO.
- Adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending; not for receiving.

Resolution settings

STANDARD	Use STANDARD for ordinary documents. This provides the fastest transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

Contrast settings

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.

1 Load the document(s).

- The resolution/contrast cannot be adjusted unless the document is loaded.

2 Press RESOLUTION/ RECEPTION MODE one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

Note: In order to transmit in SUPER FINE resolution, the receiving machine must also have that resolution. If not, your machine will automatically step down to FINE.

Sending a Fax: Normal Dialling

With Normal Dialling, you pick up the handset (or press) and dial by pressing the number keys.

♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed , you must pick up the handset to talk.)

♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 Pick up the handset or press . Listen for the dial tone.

3 Dial the fax number of the receiving machine by pressing the number keys.

4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.

- If the other person answers, ask them to press their Start key (if you pressed , pick up the handset to speak with them). This causes the receiving machine to issue a fax tone.

5 When you hear the fax tone, press START. Replace the handset.

- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times.

Note: If the transmission is unsuccessful and the display shows [**DOCUMENT JAMMED**], remove the document as explained on page 57.

Storing Numbers

Storing fax and phone numbers in the phonebook

You can store fax and phone numbers in the machine's phonebook for automatic dialling. Up to 100 numbers can be stored.

Follow the steps below to store a fax or phone number.

1 Press F, 2.

2 Enter the name of the destination or other party by pressing number keys for each letter as shown in the chart on page 8. Up to 20 characters can be entered.

- To backspace and clear a mistake, press ↵ on the FO-P710, or C on the FO-A760.

3 Press START.

4 Enter the fax number with the number keys (max. of 32 digits). (Note: A space cannot be entered.)

- If a pause is required between any of the digits, press F. The pause appears as a hyphen. Several pauses can be entered in a row.

5 Press START.

6 Press STOP to exit.

Printing the TEL # LIST
To print a list showing the fax and phone numbers stored in the phonebook, press F, 6 MNO, 2 ABC, and then 2 ABC to select YES.

Assigning a number in the phonebook to a Rapid Key

You can assign your most frequently dialled numbers to the Rapid Keys. Three Rapid Keys are available.

- When a number is assigned to a Rapid Key, it can be dialled by simply pressing the Rapid Key.
- To assign a number to a Rapid Key, the number must first be stored in the phonebook (page 20).

Follow the steps below to assign a number in the phonebook to a Rapid Key.

1 Press F, and then press F or F until the number you wish to assign to a Rapid Key appears.

2 Press the Rapid Key that you wish to assign the number to.
Example: •

Changing the number assigned to a Rapid Key: To change the number assigned to a Rapid Key, simply repeat the steps above to assign the new number to the Rapid Key. The new number will replace the old number.

Clearing a Rapid Key: To clear a number from a Rapid Key, hold down the Rapid Key until [**CLEARED**] appears in the display.

Editing numbers in the phonebook

To make changes to a number stored in the phonebook, follow these steps:

1 Press F, press F or F until the number you wish to edit appears, and press F.

2 Make the desired changes to the name.

- To move the cursor, press F or F. To backspace and clear a mistake, press ↵ on the FO-P710, or C on the FO-A760. To enter letters, see the chart on page 8.
- If you do not wish to change the name, go directly to Step 3.

3 Press START.

4 Make the desired changes to the number.

- To backspace and clear a mistake, press on the FO-P710, or on the FO-A760.
- If you do not wish to change the number, go directly to Step 5.

5 Press .

6 Press to exit.

Deleting numbers from the phonebook

Deleting a single number:

1 Press , and then press or until the number you wish to delete appears.

2 **FO-P710:** Press twice.

FO-A760: Press twice.

Deleting all numbers:

1 **FO-P710:** Press .

FO-A760: Press .

2 Press , .

Sending a Fax: Auto Dialling

Using an auto-dial number to send a fax

1 Load the document(s).

If desired, press to set the resolution and/or contrast.

2 Dial the fax number using one of the methods below:

- **Rapid Key Dialling:** If the number is assigned to a Rapid Key, press the Rapid Key.
- **Using the phonebook:** Press , and then or until the name or number of the other party appears in the display (names will appear in alphabetical order). To go directly to names that begin with a particular letter, press the appropriate number key one or more times to enter that letter (see page 8).
  When the desired destination appears, press .
- **Direct keypad dialling:** Press the number keys to enter a full fax number (to insert a pause between digits, press). When finished, press .

3 Dialling and transmission will take place automatically.

- To cancel transmission, press STOP.
- If the transmission is completed successfully, the machine will beep once.
- If an error occurs, the machine will beep three times.

Redial

The machine retains the most recent 20 numbers that have been dialled. You can automatically redial any of these numbers.

1 Load the document(s).

- If desired, press RESOLUTION/ RECEPTION MODE to set the resolution and/or contrast.

2 Press F.
Display: [**<REDIAL>**]

3 If needed, press F or F until the desired number appears in the display.

4 Press START. Dialling begins.

- Make sure the desired number appears before pressing START, or redialling will not take place (sometimes it takes several seconds for the number to appear).

Note: If the transmission is unsuccessful and [**DOCUMENT JAMMED**] appears in the display, remove the document as explained on page 18.

Deleting redial numbers

Deleting a single redial number:

1 Press F, and then press F or F until the number you wish to delete appears.

2 **FO-P710:** Press ↵ twice.
FO-A760: Press C twice.

Deleting all redial numbers:

1 **FO-P710:** Press ↵.
FO-A760: Press C.

2 Press 2, 2.

Storing a redial number in the phonebook

1 Press , and then or as needed until the number you wish to store appears.

2 Press F.

3 Enter a name for the number (see page 8).

4 Press START.

5 The number will appear. Press START again to store it.

Automatic redialling

If you use the phonebook or a Rapid Key to send a fax and the line is busy, the machine will automatically make three redial attempts at intervals of five minutes.

During this time, [**RECALLING**] will appear in the display, followed by the attempt number. You will not be able to dial any other locations while the message appears.

- To clear the message and stop automatic redialling, press STOP.
- Under certain conditions, automatic redialling may stop before three redialling attempts are made.

Dial Tone Check

This setting determines whether or not the machine checks for the presence of a dial on the line before automatic dialing.

Initial setting: NO

Note: If you set this setting to YES and find that the machine is unable to dial, change the setting to NO.

1 Press F, #, 2, and 4.

2 Press 1 (YES) to have the machine check for a dial tone.
Press 2 (NO) to have the machine not check for a dial tone.

3 Press STOP to exit.

Making Phone Calls

Dialing using the keypad

1 Lift the machine's handset.

2 Press the number keys to dial the phone number.

Dialling using a Rapid Key

1 Lift the machine's handset.

2 Press the Rapid Key to which the number is assigned.

- You can also press the Rapid Key first (the speaker will turn on and dialing will begin), and then pick up the handset.

Dialling using the phonebook

1 Press , and then or until the name or number of the other party appears in the display (names will appear in alphabetical order).
To go directly to names that begin with a particular letter, press the appropriate number key one or more times to enter that letter (see page 8).

2 Lift the machine's handset.

Redialling

1 Press .
Display: [**<REDIAL>**]

2 Press or until the desired number appears in the display.

3 Lift the machine's handset.

- Make sure the desired number appears before lifting the handset, or redialling will not take place (sometimes it takes several seconds for the number to appear).

Communication time display

While a fax is being sent or received, and while you are using the handset for a phone call, the amount of time the line has been in use will appear in the display. This can be used as a general guideline to the length of the call.

3. Receiving Faxes

Using TEL/FAX (T/F) Mode

To select TEL/FAX mode, press RESOLUTION/ RECEPTION MODE (with no document in the feeder) until [**T/F**] appears in the display.

When the reception mode is set to TEL/FAX, the machine automatically answers all calls on 2 rings (the number of rings can be changed by changing the Number of Rings setting on page 27). After answering, the machine monitors the line for about five seconds to see if a fax tone is being sent.

- If the machine detects a fax tone (this means that the call is an automatically dialed fax), it will automatically receive the fax.
- If your machine doesn't detect a fax tone (this means that the call is a voice call or manually dialed fax), it will make a special ringing sound (called “pseudo ringing”) for 15 seconds to alert you to pick up the machine’s handset. If you don't answer within this time, the machine will send a fax tone to the other machine to allow the calling party to send a fax manually.

Note: Only the machine will make the special ringing sound. Another phone connected to the same line will not ring after the machine initially answers the call.

Silent fax reception

To have the machine receive faxes silently and signal voice calls only by pseudo ringing (not regular ringing), set the reception mode to TEL/FAX and turn the ringer off as explained on page 15.

Pseudo ring duration

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.

Initial setting: 15 seconds

1 Press F, #, ABC 2, and MNO 6.

2 Press a number to select the desired duration:

- 1 15 seconds
- ABC 2 30 seconds
- DEF 3 60 seconds
- GHI 4 120 seconds

3 Press STOP to exit.

Using FAX Mode

To select FAX mode, press RESOLUTION/ RECEPTION MODE (with no document in the feeder) until [**FAX**] appears in the display.

In FAX mode, the machine automatically answers all calls on two rings and receives incoming faxes.

♦ If you pick up a phone connected to the same line before the machine answers, you can talk to the other party and receive a fax as explained in *Using TEL Mode* on page 27.

Number of Rings setting

To change the number of rings on which the machine answers calls in TEL/FAX mode and FAX mode, follow the steps below. Any number from **2** to **4** can be selected..

Initial setting: 2 rings

1 Press F, #, ABC 2, and JKL 5.

2 Enter the desired number of rings (**2** to **4**).

Example: DEF 3 (3 rings)

3 Press STOP to exit.

Using TEL Mode

To select TEL mode, press RESOLUTION/ RECEPTION MODE (with no document in the feeder) until [**TEL**] appears in the display.

In TEL mode, you must answer all calls (even faxes) by picking up the machine's handset.

Important: If a document is loaded in the machine's feeder, remove it before performing the procedure below.

1 When the machine rings, pick up the handset.

2 If you hear a fax tone, wait until the display shows [**RECEIVING**] and then replace the handset.

- If [**RECEIVING**] does not appear, press START to begin reception. (This is necessary if you have set the Fax Signal Receive setting to NO (page 28).)

3 If the other party first speaks with you and then wants to send a fax, press START after speaking. (Press before the sender presses their Start key.)

- When [**RECEIVING**] appears in the display, hang up.

Putting a call on hold

To put the other party on hold during a phone call, press . When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with the other party again, pick up the handset. If you did not put the handset back in the cradle, press again to resume conversation.

Fax Signal Receive setting

The machine will automatically begin reception if you hear a soft fax tone after answering a call. If you prefer to turn off automatic reception, follow the steps below.

Initial setting: YES

1 Press F, #, 2, and 2.

2 Press 1 (YES) to turn on automatic reception.

Press 2 (NO) to turn off automatic reception.

3 Press STOP to exit.

Receive Ratio setting

Note: This setting applies to all reception modes.

The machine is initially set to automatically reduce the size of received faxes to fit the size of the printing paper. This ensures that the edges of a fax are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.

Initial setting: AUTO

1 Press F, #, 2, and 3.

2 Press 1 (AUTO) to have received faxes automatically reduced.

Press 2 (100%) to have received faxes printed at full size.

3 Press STOP to exit.

Using A.M. Mode (FO-A760)

When A.M. mode ( ) is selected on the FO-A760 to activate the answering system, faxes are received automatically. For more information, see Chapter 4.

FO-P710 only:
Using the machine with an existing answering system

If you have an answering system (in a phone or other device) connected to the same line as the machine and you want to receive both faxes and voice messages while you are out, follow these steps.

1. Make sure that the machine's Fax Signal Receive setting is set to YES (page 28). (This enables the machine to automatically begin fax reception if it detects a fax tone after the answering system answers a call.)
2. Make sure your answering system's greeting is no longer than 20 seconds, and insert several seconds of silence at the beginning of the greeting. (This will allow the machine to clearly detect fax tones when a fax is being sent.)
3. When you go out, make sure the machine is set to TEL mode (press RESOLUTION/ RECEPTION MODE until TEL appears in the display). (The machine should not automatically answer calls; only the answering system should answer.)

Reception to Memory

The machine is set to initially receive faxes to memory and then automatically print them out.

This allows reception to take place even if there is no paper in the paper tray, or when a problem occurs that prevents printing such as no imaging film or a paper jam. Received faxes are held in memory until paper is loaded in the tray or the printing problem is resolved. After you load paper or otherwise resolve the problem, press START to print the faxes.

- When there is no paper in the tray and a fax has been received to memory, [**ADD PAPER &**]/[**PRESS START KEY**] will appear. If a printing problem has occurred, a message indicating the problem will appear in the display.
- Received faxes are automatically cleared from memory after they are printed out.
- If the memory becomes full, fax reception will not be possible (see "Memory capacity" on page 2 for the number of pages that can be held in memory).
- When receiving a halftone fax, the memory may become full before reception is completed ([**MEMORY IS FULL**] will appear). In this case, change the Fax Receive setting to "PAPER" (see page 30), and ask the sender to send the fax again.

Fax Receive setting

If you prefer that faxes not be received to memory, follow the steps below to change the Fax Receive setting to “PAPER”.

- When the Fax Receive setting is “PAPER”, fax reception will not take place (a communication error will occur) if a problem occurs that prevents printing. However, there is no concern that fax reception will be prevented by the memory being full.
- When “PAPER” is selected, make sure there is paper in the paper tray.

Initial setting: MEMORY

1 Press F, #, 2, and 1.

2 Press 1 (MEMORY) to receive faxes to memory before printing them out.

Press 2 to have received faxes printed without receiving them to memory.

3 Press STOP to exit.

Erasing received faxes from memory

When received faxes are held in memory due to a printing problem, you can erase the faxes from memory without printing them out.

Caution: When this procedure is performed, the faxes will be lost.

1 **FO-P710:** Press ↵.

FO-A760: Press C.

2 Press 4, 2.

Checking how much memory is currently in use

To check the percentage of memory currently in use, press F, 5. The percentage will appear briefly in the display.

4. Answering System (FO-A760 only)

Recording an OGM

The built-in answering system allows you to receive both voice messages and faxes while you are out.

♦ The answering system is only available on the FO-A760.

♦ When no faxes are in memory, a maximum of 15 minutes of voice messages of any type, or a maximum of 30 messages total, can be recorded.

To use the answering system, you must first record an outgoing message (OGM). This is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax.

Example:
"Hello. You've reached _____ . No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."

1 Press .

2 Lift the handset.

3 Press START and speak into the handset to record a message.

- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.

4 When finished, replace the handset or press STOP.

Checking the outgoing message

To listen to the outgoing message, press and .

♦ The outgoing message cannot be erased. If you need to change it, repeat the recording procedure.

Using the Answering System

Turning on the answering system

To turn on the answering system so that callers can leave messages, press RESOLUTION/ RECEPTION MODE until appears in the display (indicates that A.M. mode is selected).

♦ It will not be possible to set the reception mode to A.M. mode if an outgoing message has not been recorded.

When A.M. mode is selected, the machine automatically answers all calls on 2 rings if it has received at least one message, or on 4 rings if it has not received any messages (see Toll Saver on page 35), and plays your outgoing message.

After the outgoing message plays, callers can leave a message. If the machine detects that a fax machine is sending a fax tone, it will automatically begin fax reception.

Listening to your messages

1 Press ▶.

2 The messages will play. While messages are playing, you can do any of the following:

- **Repeat:** To repeat a message or move back to a previous message, press * REPEAT (press repeatedly if necessary).
- **Skip:** To skip forward to the next message, press # SKIP.
- **Change playback speed:** Press ▶ one or more times to change the playback speed in the order [**FAST**] > [**SLOW**] > normal.
- **Stop:** To stop playback, press STOP.

Note: Playback will stop if you receive a call or lift the handset**.**

Printing the Message list

To print a list showing the date and time that each message was received, follow the steps below.

1 Press F, 6 MNO, 4 GHI.

2 Press 2 ABC to select YES.

Erasing received messages

Erasing a single message:
While the message is playing, press C twice.

Erasing all messages:
In the date and time display, press C, 1, 2 ABC.

Recording memos

You can record memos for yourself and other users of the machine. Memos will be played back with any other recorded messages when ▶ is pressed.

1 Pick up the handset.

2 Press 📝 and speak into the handset.

3 When you have finished speaking, replace the handset or press STOP.

Recording phone conversations (2-way recording)

To record a phone conversation as it takes place, press 📝 to begin recording. Press STOP to stop recording (recording will stop automatically if you hang up). After you hang up, you can play the conversation (along with your other recorded messages) by pressing ▶.

Answering System Settings

Call screening

Each time a caller calls and leaves a message in the answering system, you can have the caller's voice broadcast through the speaker.

♦ You can pick up the handset while the caller is speaking to answer the call. This allows you to monitor incoming calls and take only those calls that you wish to answer immediately.

Initial setting: YES

1 Press F, #, 1, and 1

2 Press 1 (YES) to turn on Voice Monitor.

Press 2 (NO) to turn off Voice Monitor.

3 Press STOP to exit.

Maximum allowed recording time

The answering system is initially set to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 Press F, #, 1, and 2.

2 Press a number to select the recording time:

1 15 seconds

2 30 seconds

3 60 seconds

4 4 minutes

3 Press STOP to exit.

OGM Only mode

Turn on this function if you want your outgoing message to play but do not want to let callers leave messages. (The machine will receive faxes sent by automatic dialling.)

Initial setting: NO

1 Press F, #, 1, and 6

2 Press 1 (YES) to turn on OGM Only mode.

Press 2 (NO) to turn off OGM Only mode.

3 Press STOP to exit.

Override Ringing

This function allows selected callers using a touch-tone telephone to override the answering system's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering system, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, follow the steps below.

Important! Make sure the override code is different from the remote code (page 35).

1 Press F, #, 1, and 5.

2 Enter the desired 3-digit code.

3 Press START.

4 Press STOP to exit.

Overriding the answering system

Your callers should follow the steps below to override the answering machine.

1 The caller calls your machine from a tone dial telephone. When the outgoing message begins, the caller presses # on their telephone.

- The caller will hear a short beep, and the outgoing message will stop.

2 The caller enters the override code and then #.

- If an incorrect code is entered, the caller will hear four beeps. He or she must re-enter the correct code within 10 seconds or the line will be disconnected.

3 Your machine will make a special ringing sound. Pick up the handset to answer the call.

- If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

Remote Operations

When you are out, you can call the machine from any touch-tone telephone and listen to your messages using the remote commands.

Remote code

To listen to your messages from an outside phone, you must enter a 3-digit remote code. The remote code has been set to "001" at the factory. If you wish to use a different number, follow the steps below.

1 Press F, #, 1, and 4.

2 Enter the desired 3-digit code.

3 Press START.

4 Press STOP to exit.

Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after two rings, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the Number of Rings setting (see page 27).

Initial setting: YES

1 Press F, #, 1, and 3.

2 Press 1 (YES) to turn on the Toll Saver function.

Press 2 (NO) to turn off the Toll Saver function.

3 Press STOP to exit.

Retrieving your messages

1 Call the machine from a touch-tone telephone. When your outgoing message begins, press # on the telephone.

- You will hear a short beep, and the outgoing message will stop.
- If the machine is in FAX mode, press # immediately after the machine answers (before you hear the fax tone).

Note: If the machine's memory is full, the machine will answer after 20 rings and the outgoing message will not play. In this case, start from Step 2.

2 Enter your remote code number and then press [#].

- You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages. When all messages have been played back, you will hear a long beep.
- If no messages have been received, you will hear a short beep. You can either hang up, or perform any of the remote operations described in the following section.

3 While the messages are playing, you can do any of the following:

- **Repeat**: Press [2], [#].
- **Skip forward**: Press [5], [#].
- **Stop playback**: Press [0], [#]. After stopping playback, you can enter any of the remote commands described in the following section.
- **Play new messages only**: First stop playback by pressing [0], [#], and then press [6], [#].
- **Erase**: To erase the message you are currently listening to, press [3], [#].

4 When you have finished listening to your messages, you can do any of the following:

- **Erase all messages:** Press [3], [3], [#].
- **Repeat playback:** Press [7], [#].
- **Perform other operations:** You can enter any of the remote commands described in the following section.
- **Hang up:** Before hanging up, press [*] twice if you want the machine to resume normal operation immediately (in some cases, the machine may not accept new calls for one or two minutes after you hang up unless you press [*] twice).

Comments:

♦ If you enter an incorrect command, or pause too long while entering a command, you will hear 4 beeps. Re-enter the correct command.

♦ If you wait more than 10 seconds before entering a command, or enter your remote code number incorrectly twice in a row, you will be disconnected.

Other remote commands

After listening to your messages, you can enter any of the following commands.

Note: The following commands cannot be entered while messages are being played. If you do not want to wait until playback ends to enter a command, first stop playback by pressing 0, #, and then enter the command.

Changing the reception mode

- **A.M. mode:** 8, 1, #
- **FAX mode:** 8, 2, #
- **TEL mode:** 8, 3, #
  Caution: If you select TEL mode, you will not be able to enter any other remote commands.
- **TEL/FAX mode:** 8, 4, #

Recording a new outgoing message

1 Press 4, #.

2 When you hear a short beep, speak into the telephone to record the new message.

- The message can be up to 60 seconds long. After 60 seconds, you will hear a beep, and the new message will play back. To stop recording before 60 seconds elapses, press 0, #.

Recording a "memo" (p. 32)

1 Press *, #.

2 When you hear a short beep, speak into the telephone to record the memo.

3 When you are finished, press 0, #.

OGM Only mode (p. 33)

Turning on OGM Only mode:

Press 1, 1, #.

Turning off OGM Only mode:

Press 1, 2, #.

5. Making Copies

The machine can be used as a convenience copier. Follow the steps below to make a copy.

♦ Multiple copies are possible (up to 9 per original page).

1 Load the original(s). (Maximum of 10 A4-size sheets.)

- The default resolution for copying is FINE. To change the resolution or contrast setting, press RESOLUTION/ RECEPTION MODE .
  (Note: If STANDARD resolution is selected, copying will take place at FINE resolution.)

2 To set the number of copies per original page, enter the desired number with the number keys (any number from 1 to 9).
(The default setting is “1”.)
Example: Press JKL 5 for five copies.

3 When you are ready to begin copying, press COPY/ HELP .

6. Caller ID (Requires Service)

Activating Caller ID

Important: To use this function, you must subscribe to a Caller ID service from your phone company. The machine may not be compatible with some Caller ID services.

If you subscribe to a Caller ID service, you can have the machine show the name and number of the caller when you receive a call. Follow the steps below to activate this function.

1 Press F, #, and 4.

2 Press 1 (YES) to turn on Caller ID.

(To turn off Caller ID, press 2 (NO).)

3 Press STOP to exit.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear when you receive a call.

Display messages

One of the following messages will appear while the machine rings if caller information is not available.

NO SERVICE	No caller information was received. Make sure that your service has been activated.
CALLER-ID ERROR	Noise on the telephone line prevented reception of caller information.
UNAVAIL-ABLE	The call was made from an area which does not have Caller ID service, or the service is not compatible with your service.
PRIVATE	Caller information was not provided at the caller's request.

Caller ID List

The machine keeps a log of the most recent 20 calls and faxes you have received (the Caller ID list). You can view the list and automatically dial a number from the list.

- The list is only available if you have Caller ID service and have turned on the Caller ID function.
- After you have received 20 calls, each new call will delete the oldest call.

1 Press F twice.
Display: [**<REVIEW CALLS>**]

2 Press F or F to scroll through the list.

- To exit the list, press STOP.

3 To dial a number, scroll until the number appears and:

- **Fax:** Load the document and press START. Transmission will begin.
- **Voice call:** Pick up the handset. Dialing will begin automatically.

Deleting calls from the list

Deleting a single call:
To delete a single call from the list, display the call and

FO-P710: Press C twice.

FO-A760: Press CLEAR twice.

Deleting all calls:
To delete all calls from the list, return to the date and time display (press STOP), and then follow these steps:

1 **FO-P710:** Press C.

FO-A760: Press CLEAR.

2 Press 3DEF, 2ABC.

Printing the Caller ID list

To print the Caller ID list, follow the steps below.

1 Press F, 6MNO, 1.

2 Press 2ABC to select YES.

Storing a number in the Caller ID list in the phonebook

1 Press F twice, and then F or F as needed until the number you wish to store appears.

2 Press F.

3 Enter a name for the number (see page 8).

4 Press START.

5 The number will appear. Press START again to store it.

Blocking Calls

Blocking "PRIVATE" calls

If you have Caller ID service and have turned on the Caller ID function, you can have the machine automatically block all calls for which Caller ID information is not provided at the caller's request (calls for which "PRIVATE" appears).

♦ When this function is turned on, the machine will break the connection as soon as it receives Caller ID information when a "PRIVATE" call is received. The caller will hear a 3-second high-pitch tone to signal the call's termination. The call will not break off until the caller has hung up.

1 Press F, 4 GHI, 1.

2 Press 2 ABC (YES) to turn on the function. (To turn off the function, press 1 (NO).)

3 Press STOP to exit.

Blocking "UNAVAILABLE" calls

If you have Caller ID service and have turned on the Caller ID function, you can have the machine automatically block all calls for which "UNAVAILABLE" appears.

♦ When this function is turned on, the machine will break the connection as soon as it receives Caller ID information when an "UNAVAILABLE" call is received. The caller will hear a 3-second high-pitch tone to signal the call's termination. The call will not break off until the caller has hung up.

1 Press F, 4 GHI, 2 ABC.

2 Press 2 ABC (YES) to turn on the function. (To turn off the function, press 1 (NO).)

3 Press STOP to exit.

Blocking calls from specified numbers (Anti Junk numbers)

If you have Caller ID service and have turned on the Caller ID function, you can have the machine automatically block calls from numbers that you specify.

To use this function, enter the fax/phone numbers that you want to block. Up to 30 numbers can be entered.

♦ When this function is turned on, the machine will break the connection as soon as it receives Caller ID information when a call from one of your specified numbers is received. The caller will hear a 3-second high-pitch tone to signal the call's termination. The call will not break off until the caller has hung up.

1 Press F, 4 GHI, 3 DEF, F.

2 Enter the number (maximum of 20 digits).
Note: Enter numbers only; hyphens and spaces cannot be entered.

3 Press START.

4 Press STOP to exit.

Deleting a single Anti Junk number:

1 Press F, 4 GHI, 3 DEF.

2 Press ◄ F or ► F until the number you wish to delete appears.

3 **FO-P710:** Press ⌫ twice.

FO-A760: Press C twice.

Deleting all numbers:

1 **FO-P710:** Press ⌫.

FO-A760: Press C.

2 Press 5 JKL, 2 ABC.

Printing the Junk number list

To print a list of your currently stored Anti Junk numbers, follow the steps below.

1 Press F, 6 MNO, 3 DEF.

2 Press 2 ABC to select YES.

7. Key Lock Function

The Key Lock function is used to prevent unauthorised operation of the machine. When the Key Lock function is activated, all operations are prohibited except for the following:

- Phone calls can be made by picking up the handset and dialling using one of the Rapid Keys (page 25). Dialling using the phonebook and by pressing the number keys is prohibited. It is recommended that you store emergency phone numbers in the Rapid Keys.
- A fax can be sent using a Rapid Key if the handset is picked up before the Rapid Key is pressed. When you hear the fax tone from the receiving machine, press START to begin transmission (if a person answers, ask them to press their Start key). RESOLUTION/ RECEPTION MODE can be pressed to adjust the resolution before dialling, and STOP can be pressed to cancel an operation.
- Faxes can be received automatically when the reception mode is set to FAX, TEL/FAX, or A.M. mode (page 15). Faxes can be received manually by pressing START when the call is answered on the machine's handset (page 27).

To use the Key Lock function, you must first store a 4-digit Key Lock code as explained below, and then activate the function as explained on the following page.

Storing the Key Lock code

1 Press F, #, and JKL 5.

2 Press 1 (SET) to store the Key Lock code.

- If [**ALREADY STORED**] appears in the display, the Key Lock code has already been programmed. If you wish to change the code, you must first delete the old code (see page 44) and then store the new code.

3 Enter the 4-digit number that you wish to use for the Key Lock code.

4 Press START.

5 Press STOP to exit.

- **Important:** Be sure to keep a record of the Key Lock code, as it must be entered to deactivate the Key Lock function and allow normal operation of the machine. In the event that you forget the code and have kept no record, contact SHARP customer service.

Activating the Key Lock function

Note: Before activating the Key Lock function, be sure to set up any Rapid Key numbers (page 21) that you wish to use after the Key Lock function is activated.

To activate the Key Lock function, hold down until [**KEY LOCK**] appears in the display.

- If [**SET LOCK CODE**] appears in the display, a Key Lock code has not been stored. Store a Key Lock code and then activate the Key Lock function.

[**KEY LOCK**] will appear in the display while the Key Lock function is activated. Only the operations described on page 43 can be performed.

The following messages may also appear:

- [**FAX RX IN MEMORY**] will appear when there is no paper in the tray and a fax has been received to memory. Release the Key Lock as explained below, add paper, and press to print the fax.
- [**COM ERROR XX**]: This will appear if a line error occurs during fax reception or transmission (see page 50). Press to clear the message.
- If the Caller ID function has been turned on (page 39), Caller ID information will appear when a call is received.
- [**<<<RINGING!>>>**] will appear to signal an incoming call if the ringer has been turned off (page 15).

Releasing the Key Lock

Follow the steps below when you wish to release the Key Lock and operate the machine normally.

1. Hold down until [**CANCEL KEY LOCK**]/[**ENTER LOCK CODE**] appear alternately in the display.
2. Enter the Key Lock code.
3. Press .
   - [**CANCELED**] will briefly appear followed by the date and time display.

Clearing (changing) the Key Lock code

In the event that you need to clear the Key Lock code, follow the steps below.

- If you need to change the code, first clear it and then store a new code.

1. Press , , and .
2. Press (CLEAR).
3. Enter the current Key Lock code.
4. Press .
5. Press to exit.

8. Distinctive Ring (Requires Service)

Important: The distinctive ring function can only be used if you subscribe to a distinctive ring service from your telephone company. Do not turn on distinctive ring if you are on a normal line, as the machine will not operate properly.

If you subscribe to a distinctive ring service from your telephone company (such as Fax Duet in Australia), turn on the distinctive ring function to have the machine signal voice calls and faxes by different ring patterns. The machine will automatically receive faxes.

To turn on the distinctive ring function, follow the steps below.

Initial setting: NO

1 Press F, #, 2 ABC, and 7 PQRS.

2 Press 1 (YES) to turn on the distinctive ring function.

Press 2 ABC (NO) to turn off the distinctive ring function.

3 Press STOP to exit.

4 Press RESOLUTION/ RECEPTION MODE to set the reception mode to FAX (press until [**FAX**] appears in the display).

- The distinctive ring function will not operate correctly unless the reception mode is set to FAX.

When your fax number is dialled, the machine will signal the call with a special ringing sound, then answer automatically and begin reception after the number of rings set with the Number of Rings setting (the initial setting is 2 rings—see page 27).

When your voice number is dialled, the machine will signal the call with the normal ringing sound to let you know that you must answer personally.

♦ If you turn on distinctive ring, the machine will not operate in TEL/FAX reception mode.

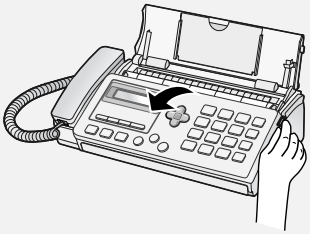
9. Maintenance

Cleaning the Machine

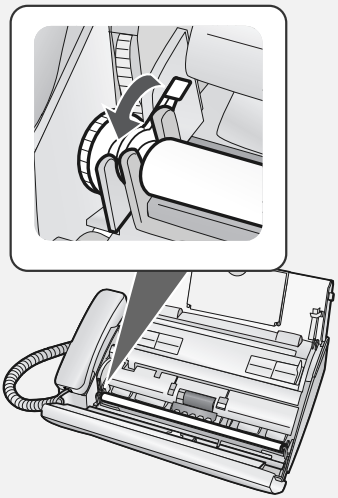
Cleaning the scanning glass and rollers

Any dirt on the scanning glass and rollers will degrade the quality of transmitted documents and copies. Clean these frequently as explained below.

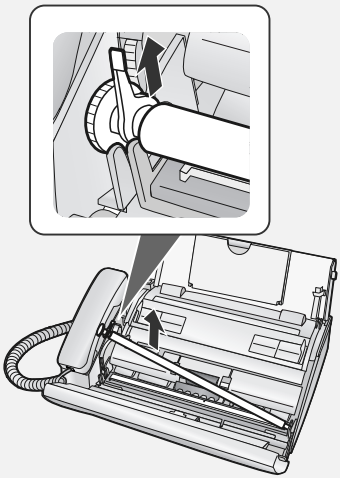
1 Open the operation panel.



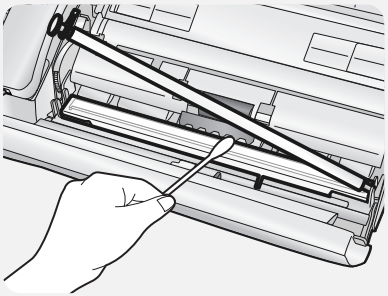
2 Rotate the lever on the left side of the roller forward so that it points straight up.



3 Pull the left side of the white roller up out of its holder.



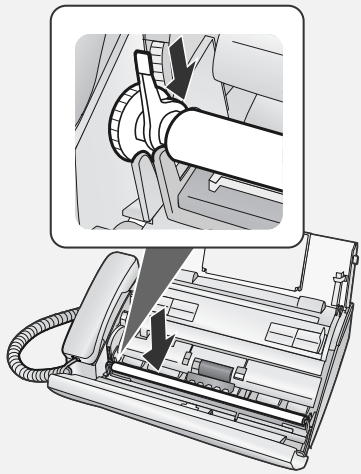
4 Wipe the scanning glass and rollers with a clean cloth or swab.



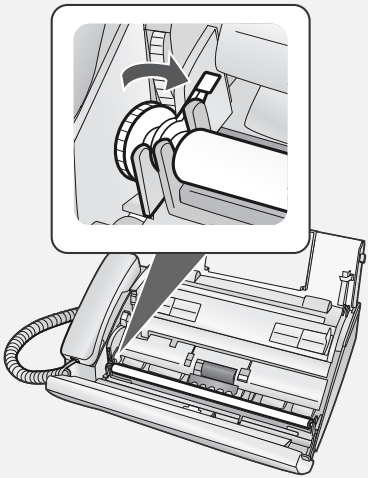
- Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.
- If the scanning glass is difficult to clean, try moistening the cloth with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

5 Replace the left end of the white roller in its holder.

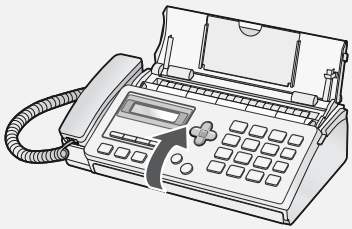
- If the right end of the roller came out of its holder during cleaning, re-insert the right end into its holder before replacing the left end.



6 Rotate the lever back down.



7 Close the operation panel.

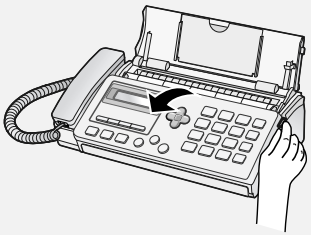


Cleaning the Print Head and Rollers

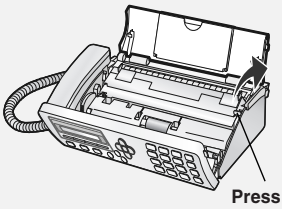
Clean the print head frequently to ensure optimum printing performance.

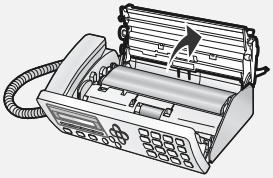
Note: Remove any paper from the paper tray and push in the tray extension before cleaning the print head.

1 Open the operation panel.

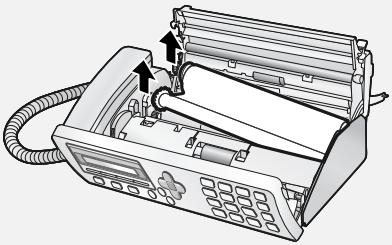


2 Press the release and open the print compartment cover.

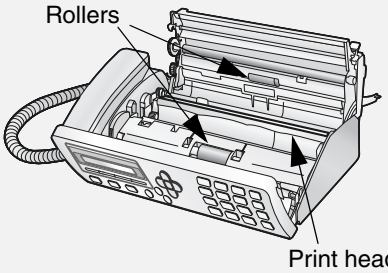




3 Remove the imaging film from the compartment, lifting the left ends of the spools first.



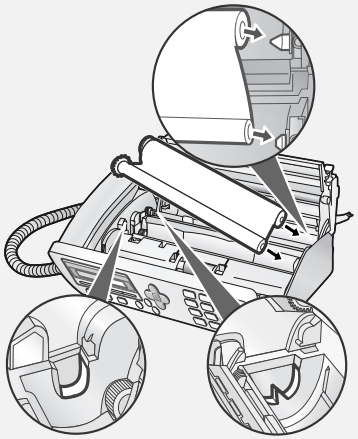
4 Wipe the print head and rollers with a dry cloth. (If the head is difficult to clean, try moistening the cloth with water.)



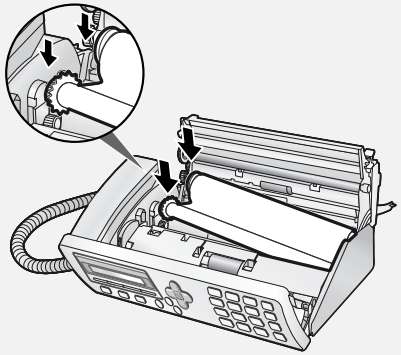
Caution:

- Do not use benzene, thinner, or other solvents. Avoid touching the print head with hard objects.
- The print head may be hot if the machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.

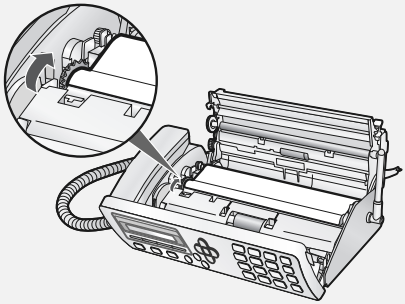
5 Replace the imaging film:
a. Fit the right ends of the spools onto the pins.



b. Place the left ends so that the shafts of the gears fit into the holders.

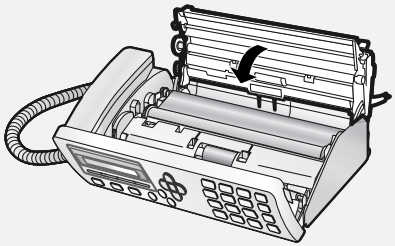


6 Turn the front gear in the direction shown until the film is taut.

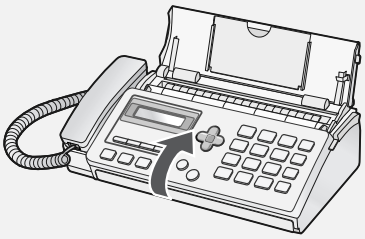


7 Close the print compartment cover.

- Press down on the ooo marks on both sides of the cover to make sure it clicks into place.



8 Close the operation panel.



Cleaning the housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution: Do not use benzene or thinner. These solvents may damage or discolor the machine.

About the lithium battery:
The machine uses a lithium battery to retain settings and information programmed in the machine when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

10. Troubleshooting

Problems and Solutions

Line error

Problem	Solution
COM ERROR XX appears in the display. (XX is a number used by service technicians to diagnose problems)	A line error occurs when your machine cannot communicate correctly with another fax machine. The error is usually due to a problem on the phone line. Try faxing again. If unsuccessful, check the following: • Check the connection. The cord from the **TEL. LINE** socket to the wall socket should be no longer than two meters. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the machine to a different phone line. • If the error persists, the machine may need service.

Dialling and transmission problems

Problem	Solution
No dial tone when you pick up the handset or press .	• Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket (see page 10). • Make sure that the telephone line is good.

Dialling is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket (see page 10). • Make sure that the machine is set to the correct dialing mode for your telephone line. See *Setting the Dial Mode* on page 10.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Dial the receiving machine manually and make sure that it is responding (you should hear a fax tone).
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your machine. If the copy is also distorted, your machine may need service.

Reception and copying problems

Problem	Solution
The printing paper does not feed correctly, or multi-feeds occur.	• Fan the paper before inserting it in the paper tray, and tap the edges against a flat surface to even the stack. (When adding paper, if paper still remains in the tray, take it out and combine it with the new paper.) • Make sure the paper is inserted straight in the tray. • Do not insert more than 10 sheets of paper in the tray.

The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.
Print quality is poor.	• It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.
Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The print head may be dirty. Clean the print head as explained on page 47. • Make a copy or print a report on your machine. If the copy or report is also distorted, your machine may need service.
The quality of copies is poor and/or dark vertical lines appear.	• Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 46.
A received document or copy prints out in strips.	• Make sure the operation panel is completely closed (press down on both sides of the panel).
ADD PAPER & / PRESS START KEY appears in the display.	• The machine has received a fax to memory. Add paper to the paper tray and press START to print the fax (see page 29).

General problems

Problem	Solution
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* on page 17).

Messages and Signals

Display messages

- If a message is longer than the display, the parts of the message will alternate.
- If you have turned on the Caller ID function, see page 39 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	This appears when a fax has been received to memory (page 29) because there is no paper in the tray. Add paper and press START to print the fax.
A.M. IN USE (FO-A760 only)	The answering system has answered a call and the outgoing message is playing.
COM ERROR XX (XX is a number used by service technicians to diagnose problems)	Transmission or reception was not successful. If this message alternates with another message indicating a problem, fix the problem and try the fax operation again. If no other message appears, press STOP to clear the message and then try the fax operation again. If the error persists, see *Line Error* on page 50.
COVER OPEN	Open the operation panel and make sure that the print compartment cover is completely closed (press down on the o o o marks on each side of the cover).
DOCUMENT JAMMED	The original document is jammed. See the following section, *Clearing Paper Jams*. Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 17).
FAX RX IN MEMORY	This appears when the Key Lock function is activated and a fax has been received to memory because there is no paper in the paper tray. Release the Key Lock (see page 44), add paper, and then press START to print the fax.

FILM END	Open the operation panel and the print compartment cover and check the imaging film (see *Replacing the imaging film* on page 10). If the film has completely wound onto the front spool, replace the film. Otherwise, make sure the film is loaded correctly and remove any slack.
KEY LOCK	The Key Lock function has been activated. See page 43.
MEMORY IS FULL	The memory is full. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see page 29).
MESSAGE # (FO-A760 only)	The indicated number of messages are recorded in the answering system.
NO # STORED	This appears if you attempt to search for an auto-dial number when none have been stored.
ON HOOK DIAL	The key has been pressed and the fax machine is waiting for you to dial.
OVER HEAT	The print head has overheated. Operation can be continued after it cools.
PAPER JAMMED	A paper jam has occurred. Remove the jam as explained on page 59.
PRINT HEAD FAIL	The print head has failed and requires service.
PRINTER ERROR	A printer error has occurred. Try the operation again.
PRINTING	The machine is preparing to or printing out a document from memory.

READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.
RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See *Automatic redialling* on page 24.)

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

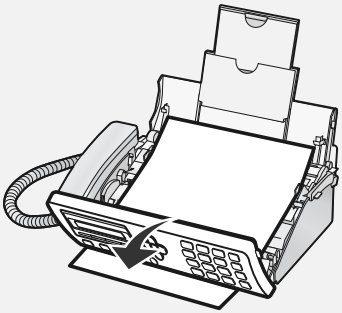
Clearing Paper Jams

Clearing a jammed document

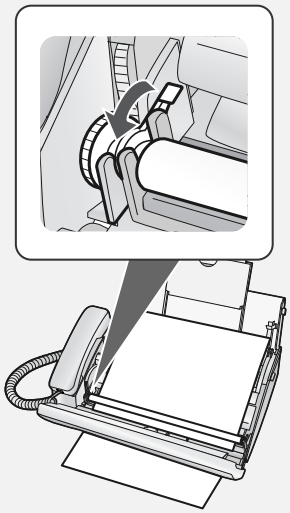
If the original document doesn't feed properly during transmission or copying, or [**DOCUMENT JAMMED**] appears in the display, first try pressing F then 0. If the document doesn't feed out, remove it as explained below.

Important: Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

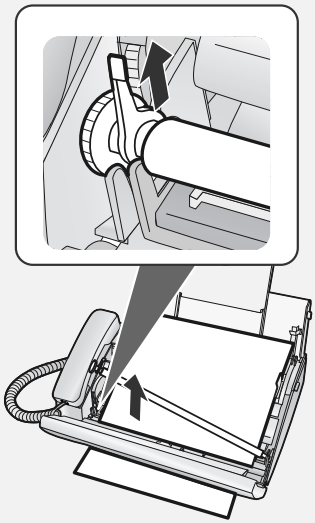
1 Open the operation panel.



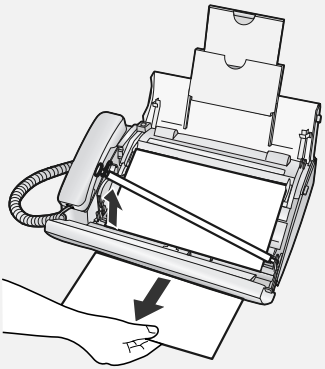
2 Rotate the lever on the left side of the roller forward so that it points straight up.



3 Pull the left side of the white roller up out of its holder.

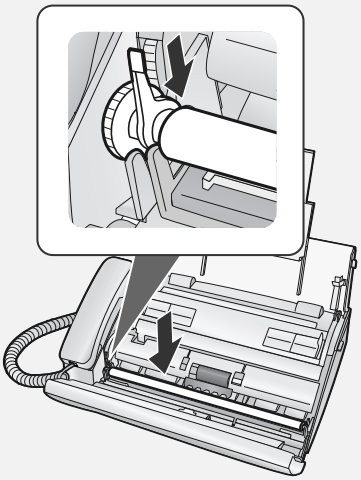


4 Remove the document.

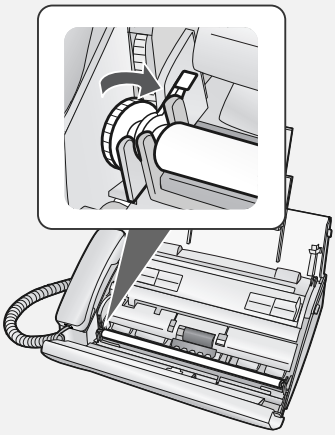


5 Replace the left end of the white roller in its holder.

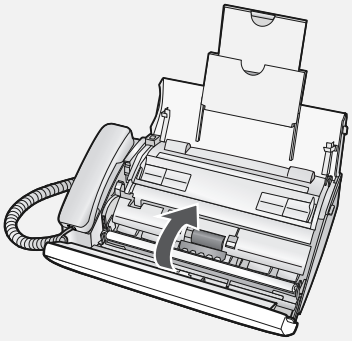
- If the right end of the roller came out of its holder while you were removing the document, re-insert the right end into its holder before replacing the left end.



6 Rotate the lever back down.



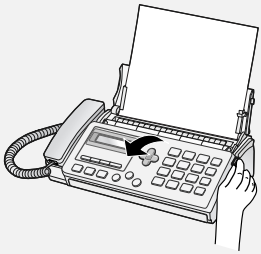
7 Close the operation panel.



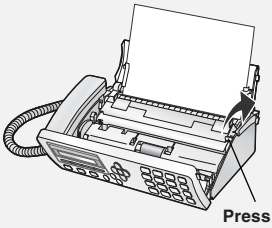
Clearing jammed printing paper

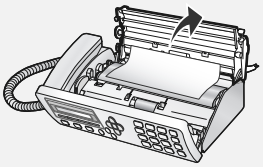
Note: Remove any paper from the paper tray and push in the tray extension before removing jammed printing paper.

1 Open the operation panel.

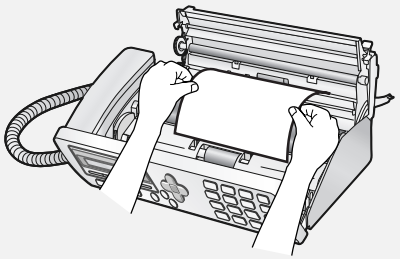


2 Press the release and open the print compartment cover.

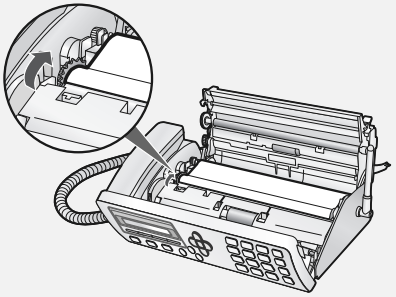




3 Remove the paper.

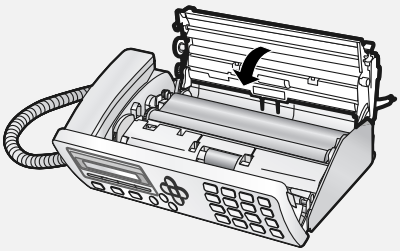


4 Turn the front gear in the direction shown until the film is taut.

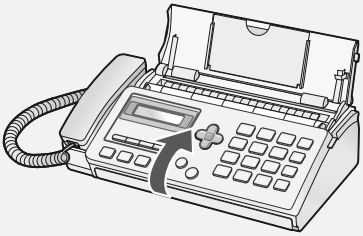


5 Close the print compartment cover.

- Press down on the ooo marks on both sides of the cover to make sure it clicks into place.



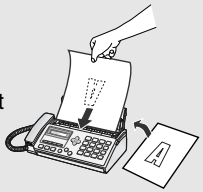
6 Close the operation panel.



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

1. Lift the handset or press .
2. Dial the fax number.
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START.

Dialling using the phonebook

1. Press , then or until the desired destination appears in the display.
2. Press START.

Rapid Key Dialling

1. Press the desired Rapid Key.

Recording an Outgoing Message (FO-A760 only)

1. Press .
2. Lift the handset, press START, and speak into the handset.
3. When finished, press STOP

Receiving Faxes

Press RESOLUTION/ RECEPTION MODE until the desired reception mode appears in the display.

FAX mode: The fax machine automatically answers and receives faxes.
TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax reception, press START.

TEL/FAX(T/F) mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.
A.M. mode: (FO-A760 only)
Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

1. Press F, 2 ABC.
2. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press after entering the first letter.)

A = 2	G = 4	N = 6 6	U = 8 8
B = 2 2	H = 4 4	O = 6 6 6	V = 8 8 8
C = 2 2 2	I = 4 4 4	P = 7	W = 9
D = 3	J = 5	Q = 7 7	X = 9 9
E = 3 3	K = 5 5	R = 7 7 7	Y = 9 9 9
F = 3 3 3	L = 5 5 5	S = 7 7 7 7	Z = 9 9 9 9
	M = 6	T = 8	

3. Press START.
4. Enter the fax number.
5. Press START and then STOP.

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REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Remote Operation Guide SHARP®

1. Call your fax from a touch-tone telephone, and press [#] when the outgoing message begins.
2. Enter your remote code: [ ][ ][ ] .
3. Press [#] .
4. After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.

REMOTE COMMANDS

- **PLAYBACK**
  - Play messages ..... 7 #
  - Move backward/repeat..... 2 #
  - Skip forward..... 5 #
  - Stop ..... 0 #
  - Play new messages only .. 6 #
    (first stop playback)
- **ERASING MESSAGES**
  - Erase single message ..... 3 #
  - Erase all messages ..... 3 3 #
- **RECORDING A MEMO**
  - Start..... * #
  - End ..... 0 #
- **RECORDING A NEW OGM**
  - Start..... 4 #
- **FAX RECEPTION MODES**
  - A.M. mode..... 8 1 #
  - FAX mode..... 8 2 #
  - TEL mode..... 8 3 #
  - TEL/FAX mode ..... 8 4 #
- **OGM ONLY MODE**
  - Turn on ..... 1 1 #
  - Turn off ..... 1 2 #

SHARP

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